



U.S. Department of Transportation  
**Federal Aviation Administration**

800 Independence Ave., SW  
Washington, DC 20591

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February 10, 2003

**Instructions for Completing Your New  
Hull, Comprehensive and Third Party Liability Coverage  
Policy Valid Until April 14, 2003**

**Documents**

Insurance Policy (26 pages)  
Invoice Template  
Excel Spreadsheet for Premium Calculations

**Completing Documents**

**INSURANCE POLICY**

Page 1      Heading – Enter the official two-or three-digit abbreviation for your air carrier to create the policy number.  
Paragraph One - Fill in legal name of business  
Page 2      Heading – Complete the policy number  
Article I - Fill in legal name of business  
Page 3      Article II, C - Enter the dollar amount equal to twice the per-occurrence, per aircraft limit in your commercial liability policy of November 25, 2002.  
Page 7      Article VIII, A - Fill in legal name of business. Five separate entries  
Page 11     Signature: Fill in legal name of insured. Provide original signature and printed name with title of representative binding the company on two copies of the Amendment.

**PART I (Hull)**

Page 12     Heading - Fill in policy number  
Article I - Fill in legal name of business

**PART II (Comprehensive)**

Page 17     Heading - Fill in policy number  
Article I, A - Fill in legal name of business  
Article II, A - Fill in liability limit for passenger, crew and property (from Commercial policy in effect on November 25, 2002.

**PART III (Third Party Liability)**

Page 22     Heading - Fill in policy number  
Article I, A - Legal name of business  
Article II - Enter the dollar amount equal to twice the per-occurrence, per aircraft limit in its commercial liability policy of November 25, 2002.

## INVOICE AND SPREADSHEET

To Calculate Premium:

Go to the Excel spreadsheet (see link in the website) and enter the data in the highlighted area.

Based on the information you enter, the spreadsheet will calculate your deposit premium.

- Enter the deposit premium amount from the spreadsheet on to the invoice.
- Indicate method of payment
- Follow the instructions on the invoice to make payment.

Fill in the following blanks in the invoice

- Invoice Number - Add the two- or three-digit airline identifier (booking) code. This number should be referenced on your payment.
- Fill in company name, city, state, zip code, contact information and current date.
- Fill in the information in block section: fleet valuation, enplanements, RPMs & RTMs

Please send payment for receipt at FAA within ten (10) days of the first day of coverage.

### **Return of Documents**

Fax a signed copy of ***THE SIGNATURE PAGE ONLY*** (Page 11) of the Amendment to FAA Insurance Program Office with as much lead time before the required time and date of coverage as possible.

Fax a copy of the invoice to the FAA as soon as premium is calculated.

Send TWO original signed Amendment documents by courier or overnight delivery. Do not send by U.S. mail. Use only courier service service such as UPS, Fed Ex, DHL, Airborne, etc.

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Aviation Insurance, APO-3, Room 939  
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Send an updated fleet schedule that includes serial number, N-number and insured hull and liability values (see Part I, Article II, of the policy).

Fax Numbers: (202) 267-3278, or (202) 267-3324, or (202) 267-5370

### **Next Steps**

Your FAA insurance representative will validate receipt of the correct information. After validation and execution of the Amendment by the FAA, an Insurance Representative will return one signed copy to you and retain one for our records. Upon request we will send you a Certificate of Insurance as confirmation of your coverage.

### **Questions**

Contact your FAA Insurance representative, or:

Eric Nelson, [eric.nelson@faa.gov](mailto:eric.nelson@faa.gov), (202) 267-3090

Helen Kish, [helen.kish@faa.gov](mailto:helen.kish@faa.gov), (202) 267-9943